



# PARTY CHECK LIST

Date: \_\_\_\_\_

Theme: \_\_\_\_\_

Invites: \_\_\_\_\_

Venue: \_\_\_\_\_

- |   |   |
|---|---|
| Venue <input type="checkbox"/>                          | <input type="checkbox"/> Centre Pieces                      |
| Tent <input type="checkbox"/>                           | <input type="checkbox"/> Cocktail bar service               |
| Entertainment <input type="checkbox"/>                  | <input type="checkbox"/> Waiting staff/barmen               |
| Room Décor <input type="checkbox"/>                     | <input type="checkbox"/> Food                               |
| Dance floor <input type="checkbox"/>                    | <input type="checkbox"/> Cake                               |
| Cocktail tables and chairs <input type="checkbox"/>     | <input type="checkbox"/> Drinks                             |
| Dinner/Lunch tables and chairs <input type="checkbox"/> | <input type="checkbox"/> Lighting (Dance floor and ambient) |
| Cutlery <input type="checkbox"/>                        | <input type="checkbox"/> Sound/DJ                           |
| Crockery <input type="checkbox"/>                       | <input type="checkbox"/> Audio Visual                       |
| Table linen <input type="checkbox"/>                    | <input type="checkbox"/> Photography                        |

Notes: \_\_\_\_\_  
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